Borough of Greencastle
November 2026 Council Meeting
Manager's Report

Administration & Finance

Task	Report	Timeline
Current Administrative Tasks	• FY 2025 Audit - Reports completed by Boyer & Ritter for Council review • 43 W. Madison Street - Res. 2026-09 – Council authorized staff to participate in the upcoming judicial sale of the property, with the goal of acquiring the property and recovering the outstanding municipal lien for costs incurred to address public safety concerns following the July 2024 fire. • Solar Energy Review (no change) - Staff is awaiting a response from a solar panel company to determine the feasibility and cost of installing solar panels at several Borough properties	Mar – initial meeting with solar company Jul – financial audit fieldwork complete Oct – audit reports provided Dec – possible judicial sale for 43 W. Madison Street
FY 2027 Budget Overview	• Staff and the Admin & Finance committee have been working to prepare the 2027 budgets for Council review - As presented to Council at the October Council meeting, all budgets are currently balanced • Major projects & expenses budgeted for 2027: - 2027 Ford Police Interceptor & new body cameras - 2027 CAT 420-07 Backhoe Loader - Moss Spring Phase 2 traffic calming improvements - Town Hall Plaza Project - Tyrone Street stormwater improvements • Staff wage rates & healthcare increases - Non-uniform = 3.6% increase (cost of living adjust.) - Police uniform = 3.6% increase (negotiating CBA) - Healthcare = confirm 7.6% increase confirmed • Proposed 2027 tax & utility rates, related Council action: - No increase to 16.0 mills R/E tax rate – resolution - Increase fire tax from 1.25 to 2 mills – ordinance - 3% sewer rate increase – ordinance - No stormwater (SPIF) rate change	Aug – internal staff meetings to begin FY 2027 budget preparations Sep – public budget committee meetings Oct – Council budget workshop meeting Nov – preliminarily adopt, authorize advertisement for public inspection & ordinances Dec – adopt budget, enact ordinance & resolutions

Remaining FY 2027 Budget Meeting Schedule		
Meeting Date	**Subject**	**Jurisdiction**
Monday, November 2 at 7:00 pm	Preliminarily Adopt Budget & Authorize Advertisement	Council & Mayor
Monday, December 7 at 7:00 pm	Adopt Budget Tax Ordinance/Resolution	Council & Mayor

Community & Economic Development

Task	Report	Timeline
Current Tasks & Topics Under Review	• Portable Storage Container & RV Parking Ordinance • Door to Door Solicitation • Rental Inspection Program • Community Flag suggestion • Blighted Properties Program	Next meeting – TBD
Portable Storage Container (PSC) & Recreational Vehicle (RV) Parking Ordinance	• The Planning Commission and Community & Economic Development Committee prepared an ordinance that would modify the regulations for RV parking as well an create regulations on the placement, duration, and conditions of portable storage containers to protect public health, safety, and welfare • Portable Storage Containers - The proposed ordinance establishes permitting, duration, size, number, condition, screening, and setback regulations for portable storage containers - Time limits established for placement on private property and public parking areas • Recreational Vehicles - The proposed ordinance establishes placement and use regulations for RVs in residential districts - Limiting one RV per lot, restricting parking locations and duration, prohibiting habitation and on-street parking, and allowing limited electric only hookups for maintenance purposes • Council discussed and tabled the draft ordinance at its July meeting for further committee review - Committee to incorporate an improvement provision establishing criteria for long-term placement • The Planning Commission expressed concerns with incorporating provisions to allow for the long-term placement of PSCs on residential properties	2025 – ordinance drafted Feb & Apr 2026 – committee review May 2026 – Council review & authorized advertisement Jul 2026 – Council tabled ordinance back to committee Sep 2026 – Planning Commission reiterated its position that portable storage containers should be prohibited from being permanently placed on residential parcels

Town Hall Plaza Project	• Total funding to date: $778,637.96 - Borough investment & ARPA funds - $186,737.96 - Shockey Family Foundation - $300,000.00 - Patriot Federal Credit Union - $30,000.00 - LSA grant funding awarded - $250,000.00 - Albert Miller Family - $10,000.00 • Total expenses to date: $547,671.98 - Purchase of property & signage - $138,073.88 - Engineering - $142,115.11 - Construction - $264,995.09 - Brightspeed Property Acquisition - $2,487.90 • Staff negotiated with representatives of Brightspeed to purchase the front portion of the Brightspeed property for a purchase price of $5,000.00 - Borough to purchase approximately 750 square feet of the Brightspeed parcel to allow for extended entrance and larger footprint along Baltimore Street - Purchase agreement approved by Council & Brightspeed - Anticipated related costs include survey and subdivision expenses, legal fees, deed preparation and recording fees, title work, and other settlement-related fees • Plaza Phase 4 & Project Completion - Council authorized a second round of public bidding as previous bid results were over budget and rejected - Staff and engineers worked to create a bid package that separated the project into the following trade-based scopes of work: ▪ General Construction ▪ Concrete Curb & Sidewalk ▪ Techo Bloc Paver Construction ▪ Masonry ▪ Electrical - Staff will be completing various components of the project in-house to reduce costs including: ▪ Demolition, grading, utilities, traffic control, landscaping, and purchasing materials & equipment - The project was publicly advertised, and staff directly contacted local contractors to provide additional awareness ▪ Bids were due and will be publicly opened on October 27th at 10:00 a.m. and will be reviewed at the November 2nd Council meeting	Jun 2023 – purchased property 2025 – Shockey & Patriot donations received & recognized, Giving Meter installed, LSA grant approval Mar to May – Phase 3 Improvements Aug – Council rejected Phase 4 bid received & direction provided for rebidding Oct – project advertised for bidding Nov – Council to review bids received & award the project Aug 31, 2027 – final completion date

Door-to-Door Solicitation (No Change)	• The Borough is reviewing its current regulations and enforcement of door-to-door commercial solicitation in response to recent complaints and unpermitted solicitation activity. • Chapter 141 entitled Peddling and Soliciting establishes the current regulations: - Police authorization is required - Authorized solicitors must wear a badge issued by the Greencastle Police Department - Solicitation is limited to 10:00 a.m. to 6:00 p.m. and is prohibited on Sundays and holidays - Solicitation is prohibited at properties displaying "No Solicitation," "No Trespassing," or similar signage - Violations may result in fines of up to $1,000 • Based on Council's initial review at the September meeting, the committee is reviewing whether a total ban on commercial solicitation would be allowable or if more restrictive time, place, and manner regulations would be appropriate. - Staff and committee members are reaching out to other municipalities to review related regulations and enforcement practices.	Sep – Council initial review, tabled to the Community & Economic Development Committee
Corporal Rihl Marker (No Change)	• In 2025, Council approved the removal of the deteriorated PA Civil War Trails Corporal Rihl sign from Center Square & sponsoring a new Civil War Trails sign • Staff removed deteriorated sign, provided historical verbiage, and confirmed the location for new sign • Franklin County Visitors Bureau staff and confirmed the sign will be prioritized and is to be installed in 2026	Feb 2025 – Council approved prior sign removal & new sign sponsorship 2026 – new sign installed

Current Development Under Review – NEXT COMMISSION MEETING – November 9th at 6pm

Name of Development	Zoning District	Proposed Use & Improvement	Status
Greencastle-Antrim School District: New Field House and School Additions	INS	• Approved construction: - 39,143 ft^2 new field house - 13,076 ft^2 addition to the high school building - 617 ft^2 addition to the primary school building • Improved internal school campus traffic circulation	• Jan 22 – initial plan submission • Mar 2 – Council approved a §180-10 waiver request to allow for a combined preliminary/final plan submittal and a request to waive the $150 application fee • Jun 1 – Council conditional approval of LD plans pending

		• Enlarged entrance to the school campus from Leitersburg Street	resolution of outstanding comments, PennDOT & GAFCWA approvals • Jul 30 – plans & agreements submitted for signature • Bonding to be submitted, HOP under review with PennDOT

Personnel

Task	Report	Timeline
Greencastle Police Association Collective Bargaining (No Change)	• Formal notice received from the Greencastle Police Association to commence collective bargaining under Act 111 for contract period beginning January 1, 2027 • The police union submitted a listing of the initial requests reviewed by the Personnel Committee and solicitor • Representatives met to review the initial proposal received from the union • A follow up meeting will be scheduled to finalize the contract prior to the end of the year	Feb – initial notice from union to begin negotiations 2026 – negotiation meetings with union EOY – new contract to be considered by Council

Public Facilities – NEXT COMMITTEE MEETING – November 19th at 9am

Task	Report	Timeline
Current Topics Under Review	• Traffic calming measures – Moss Spring neighborhood • Tyrone Street Stormwater project • Walter Avenue Bridge Maintenance – Phase 2 • Sidewalk Board of Appeals • Stormwater ordinance update • Zoning ordinance update & mapping correction review • Industrial Pallet stormwater concerns • Wastewater Collection System Replacement Ph 1 Project • Colonial Drive Wastewater Pumping Station replacement • Sidewalk & paving specification update	Next meeting date – November 19th at 9am
2023 CDBG Flashing Beacon: E. Baltimore St & S. Ridge Ave	• Scope: install flashing beacon on E. Baltimore Street at the S. Ridge Avenue crosswalk • Funding: $54,210.00 for engineering & installation • Budgeted engineering = $15,000 for design, bid, permits - To date, $14,215.00 paid to FSA for engineering	Sep 2025 – PennDOT submittal & review Aug – approval of PennDOT permit Oct – project advertised

2023 CDBG Flashing Beacon: E. Baltimore St & S. Ridge Ave (Continued)	• Update: - PennDOT approved the traffic signal permit - Project specification and bidding documents have been finalized and approved by grant reviewer - The project was publicly advertised, and staff directly contacted local contractors to provide additional awareness ▪ Bids were due on October 27th at 11:00 a.m. ▪ No bids were received - Council to authorize staff to readvertise	Oct 27th – no bids received Nov – project readvertised 2027 – construction Jul 2027 – funding deadline
Tyrone Street Stormwater & Paving Project (No Change)	• Borough's scope of work includes improved stormwater infrastructure and associated roadway restoration • Water Authority's scope of work includes water main and service line replacement and associated water system improvements, including valves, hydrants, and related appurtenances - The Authority be responsible for the pavement restoration associated with their replacement work • Council approved GFT's engineering proposal for an amount not to exceed $7,400.00 for design and engineering services related to the Borough's scope • Borough staff completed cleaning of stormwater inlets and piping along Tyrone Street to assist GFT's survey work • Preliminary design plans were provided for committee and Water Authority review • Council consideration for project advertisement in December, allowing for construction in spring of 2027	Jul – Council & Authority review of engineering proposal Aug to Nov – design & bid specifications Dec – advertise project Jan 2027 – bids due Feb 2027 – project awarded Jun 2027 – construction begins

Buchanan Flats – Moss Spring Traffic Calming Measures	• The approved Buchanan Flats development is under construction and includes 10 multi-family residential buildings, two buildings (48 units) located within the Borough, as part of the 288-unit project • Council has prioritized public safety by advancing a traffic calming project in anticipation of increased traffic flows due to the connection of Moss Spring Avenue to Rt 16 - The project is funded by a $185,998.94 contribution from the developer and will be administered and completed by the Borough • Council awarded engineering services to Keller Engineering for a cost not to exceed $24,400.00 • Committee review established a phased approach with the scope of work in Phase 1 including the following: - Stop intersections – §190-13 - Lighting – 3 new pole lights, 1 overhead light - Four exterior speed tables - Signage & pavement markings • Phase 1 Improvements Updates: - Ganoe Paving installed the exterior speed tables for a contract price of $18,724.00 - Ordinance 2026-02 enacted to establish the additional stop intersections along Moss Spring Avenue - Signage with red flashing lights and stop bars were installed in October - Lighting being coordinated with West Penn Power • The Public Facilities Committee to review the following improvements with Phase 1: - Additional pavement markings for stop bars - Crosswalks markings - Lane delineators for on-street walking path • Phase 2 improvements budgeted for 2027 may include: - Additional speed tables - Crosswalks with flashing beacons & signage - Sidewalks connecting the sidewalk on N. Allison Street to the existing sidewalks on Brookview Drive along the south side of Moss Spring Avenue • Once the Moss Spring Avenue Extended roadway is open to the public, feedback on the initial improvements, police enforcement data, and information collected from the radar signs will help determine the most effective Phase 2 improvements.	Jun 2023 – Council conditional approval Feb 2025 – phasing plans submitted Sep 2025 – plans recorded Oct 2025 – construction began, inspection by Keller Engineering Dec 2025 – community meeting Apr – revised traffic calming plan & approval to request quotes May – speed tables installed Oct – stop signs installed Dec – Phase 1 improvements complete 2027 – Phase 2 improvements

Public Safety – NEXT COMMITTEE MEETING – December 17th at 11am

Task	Report	Timeline
Active Topics Under Review	• Code enforcement abatement procedure & ordinance review • Traffic, pedestrian & parking concerns: - S. Allison Street & Oak Lane – stop sign requested - N. Allison Street & E. Grant Street – westbound sight distance, 4-way stop requested - Sheetz & W. Madison Street – eastbound sight distance, no right turn requested - Baltimore & Washington Streets – proposed pedestrian scramble crosswalk system - N. Linden Avenue – no parking near Pine Ln requested • General public safety concerns: - Industrial Pallet Corporation facility - Review annual inspection report of 11 N. Carlisle Street	Next meeting date – December 17th at 11:00am
Recently Implemented Improvements	• Pedestrian Signal Operations – Baltimore Street & Washington Street Intersection - Staff received pedestrian safety concerns following the Green Light-Go signal improvements at E. Baltimore and Washington Streets. - Based on an engineering study PennDOT approved reinstating the exclusive all-pedestrian crossing phase - Signal changes were implemented as of October 30th • Traffic Control Change – S. Washington Street & Leitersburg Street Intersection - At the Borough's request, PennDOT completed a traffic study and determined a four-way stop was warranted at S. Washington and Leitersburg Streets. - Council adopted Ordinance 2026-02 establishing the stop and restricting nearby on-street parking to improve visibility. - The new signage and pavement markings installed in August, and motorists are generally adjusting well to the change. • Rt. 11 & Rt. 16 – replacement of preemption Opticom card • N. Linden & Pine Lane – no parking confirmed, curbs painted 20 feet from intersection to allow for greater sight distance	Mar – GLG project completed & complaints received regarding the pedestrian signals at Rt. 16 & Washington Apr – Borough's initial requests to PennDOT for both issues Jul – results of Leitersburg & Washington St study warranted 4-way stop intersection Aug – new 4-way stop installed by PennDOT Sep – approval of traffic signal permit for pedestrian phase Oct – adjusted pedestrian controls at Baltimore & Washington Streets

Industrial Pallet Corp. & West Penn Power Coordination (No Change)	• Staff met on-site with representatives from West Penn Power and Industrial Pallet to discuss ongoing public safety concerns related to materials stored in close proximity to utility poles and overhead electrical lines • West Penn Power identified its requirement to maintain a 50-foot clearance around each utility pole to reduce the risk of electrical fire as well as ensuring safe access for maintenance and emergency response • Industrial Pallet agreed to relocate materials outside of the required clearance area, with work anticipated to be completed within approximately one week • West Penn Power is evaluating the feasibility and cost of relocating the overhead utility lines underground • Staff will continue to coordinate with Industrial Pallet and West Penn Power to monitor progress and ensure the identified public safety concerns are addressed	Jul – meeting with IPC & West Penn Power Aug – 50' clearance confirmation EOY – feasibility of underground electrical service

Public Works Department Operational Updates

- Completed routine maintenance, including watering trees and office flowers, painting yellow curbs, repairing potholes on Pine Lane, and replacing street signs.
- Completed traffic safety improvements, including adding a stop bar on Leitersburg Street, preparing stop and no-parking signs, and submitting PA-1 applications for stop signs on Moss Spring Avenue.
- Continued traffic control improvements on Moss Spring Avenue, including stop signs and stop bars.
- Replaced the stolen 25 MPH speed limit sign on Walters Avenue.
- Performed maintenance on parking meters, including replacing batteries and battery packs throughout the Square.
- Replaced light bulbs in the clock tower.
- Assisted with Plaza Phase 4 preparations, including the pre-bid meeting and bid openings.
- Met with a North Linden Avenue resident regarding sidewalk concerns.
- Assisted the Beautification Committee with flowers on Center Square.
- Prepared and deployed no-parking bags for Trick-or-Treat night.
- Attended leak detector training and the Emergency Management Coordinator's quarterly meeting.
- Completed administrative and facility tasks including office cleanout/reorganization
- Continued efforts to remove unauthorized signage throughout the Borough
- Borough-wide leaf collection program to begin October 19th following the established weekly schedule and collection route

Wastewater Administrative Updates

Task	Report	Timeline
Antrim Township Inter-Municipal Agreement (No Change)	• Current agreement was established in March of 1990 outlining terms for the Borough's treatment of sewage received from residents located in Antrim Township • Agreement reserves a maximum flow of 200,000 gallons per day, tying up a considerable amount of plant capacity - Normal daily flow received from Antrim Township customers is approximately 20,000 gallons per day • Final agreement being drafted for both bodies to consider	Jul 2024 – staff's initial contact with Township regarding agreement 2026 – Council to authorize execution of new inter-municipal agreement
PA Small Water & Sewer Grant (No Change)	• In the fall of 2024, ARPA funds were used to clean and televise over 37,000 feet of the sewer collection system - Significant infiltration was discovered, the most critical areas were identified for inclusion in this project • PA Small Water & Sewer Program grant application - Replace 6,000 feet of 8" clay sewer pipe • Grant approval for $337,500 in funding • Grant agreement executed, confirmation to use COSTARS - Council approved a COSTARS quote from Mr. Rehab - Project to be scheduled for construction in 2026	Apr 2025 – submittal of grant application Jan 2026 – grant approved Apr 2026 – grant agreements finalized May 2026 – Council approval of Mr. Rehab COSTARS proposal Jul to EOY – construction work EOY 2026 – grant reimbursement

Wastewater Operational Updates

- Completed annual maintenance on Gasho and Arzen blowers.
- Coordinated annual generator servicing by AR&E.
- Coordinated servicing of pump stations and the Vogelsang grinder pump by Envirep.
- Replaced the chlorine pump.
- Applied epoxy to the walls of Clarifier No. 2.